

**TITLE 1 GENERAL GOVERNMENT ADMINISTRATION**  
**CHAPTER 13 PUBLIC RECORDS**  
**PART 9 NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD**

**1.13.9.1 ISSUING AGENCY:** State Commission of Public Records  
[1.13.9.1 NMAC - N, 01/12/2015]

**1.13.9.2 SCOPE:** New Mexico Historical Records Advisory Board  
[1.13.9.2 NMAC - N, 01/12/2015]

**1.13.9.3 STATUTORY AUTHORITY:** Section 14-3-14 NMSA 1978 authorizes the state commission of public records, upon recommendation of the state records administrator, to appoint advisory groups to more effectively obtain the best professional thinking regarding any particular group or type of records. 36 CFR Part 1206 requires each state to appoint a state historical records advisory board to be eligible to receive national historical publications and records commission grants.  
[1.13.9.3 NMAC - N, 01/12/2015]

**1.13.9.4 DURATION:** Permanent.  
[1.13.9.4 NMAC - N, 01/12/2015]

**1.13.9.5 EFFECTIVE DATE:** January 12, 2015, unless a later date is cited at the end of a section.  
[1.13.9.5 NMAC - N, 01/12/2015]

**1.13.9.6 OBJECTIVE:** To establish a process for the state commission of public records to appoint members to a state historical records advisory board.  
[1.13.9.6 NMAC - N, 01/12/2015]

**1.13.9.7 DEFINITIONS:**

- A. “**Administrator**” refer to Public Records Act, Section 14-3-2(A) NMSA 1978.
- B. “**Agency**” refer to Public Records Act, Section 14-3-2(B) NMSA 1978.
- C. “**Archives**” refer to 1.13.10.7 NMAC.
- D. “**Archives and historical services division**” refer to 1.13.10.7 NMAC.
- E. “**Commission**” refer to Public Records Act, Section 14-3-2(C) NMSA 1978.
- F. “**Coordinator**” means the state coordinator for the New Mexico Historical Records Advisory Board.
- G. “**Public record**” refer to Public Records Act, Section 14-3-2(G) NMSA 1978.
- H. “**Records center**” refer to Public Records Act, Section 14-3-2(H) NMSA 1978.
- I. “**Records management division**” refer to 1.13.10.7 NMAC.

[1.13.9.7 NMAC - N, 01/12/2015]

**1.13.9.8 ABBREVIATIONS AND ACRONYMS:**

- A. “**CFR**” stands for code of federal regulations.
- B. “**NHPRC**” stands for national historical publications & records commission.
- C. “**NMAC**” stands for New Mexico administrative code.
- D. “**NMHRAB**” stands for New Mexico historical records advisory board.
- E. “**NMSA**” stands for New Mexico statutes annotated.
- F. “**USC**” stands for United States code.

[1.13.9.8 NMAC - N, 01/12/2015]

**1.13.9.9 NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD RESPONSIBILITIES:**

- A. The NMHRAB is an advisory group appointed by the commission for the purpose of coordinating state and local historical records projects within the state.
- B. The commission may receive NHPRC grants to support the work of the NMHRAB; to operate statewide historical records services; and to make sub-grants to eligible organizations within the state in support of historical records activities.

- C. The NMHRAB shall develop, revise and submit to the NHPRC an annual state plan including priorities for state historical records projects.
  - D. The NMHRAB shall review and comment on applications for NHPRC records projects grants submitted from New Mexico, according to the manual of suggested practices issued by the NHPRC.
  - E. The NMHRAB should meet at least twice a year and at such other times as it deems necessary and as necessary funding permits.
  - F. A member failing to attend two consecutive regular and properly notices meeting of the NMHRAB without reasonable excuse may be removed from the board at the next commission meeting.
  - G. A majority of the NMHRAB currently serving constitutes a quorum.
  - H. With the exception of an immediate resignation or removal by the commission, NMHRAB members will continue to serve until a successor has been appointed by the commission.
  - I. The NMHRAB may recommend the adoption, amendment or repeal of rules related to the administration of the NMHRAB to the commission for rulemaking action.
  - J. Members of the NMHRAB shall serve without compensation other than actual expenses of attending meetings of the NMHRAB or while in performance of their official duties in connection with the business of the NMHRAB.
- [1.13.9.9 NMAC - N, 01/12/2015]

**1.13.9.10 NMHRAB COORDINATOR RESPONSIBILITIES:**

- A. The coordinator is responsible for the NHPRC state program.
  - B. The state records administrator shall serve as the coordinator.
  - C. The coordinator shall report the NMHRAB appointment process, membership and recommendations to the NHPRC at least on an annual basis.
  - D. The coordinator shall serve as the chair of the NMHRAB.
  - E. The coordinator shall appoint a deputy state coordinator to assist in carrying out the duties and responsibilities of the coordinator and to serve as an acting coordinator at the coordinator's direction or upon the coordinator's absence, resignation or inability to serve.
  - F. The coordinator will provide for the timely orientation and training of new members to the NMHRAB. Training should include orientation to all statutes, rules, policies and procedures of the NMHRAB.
  - G. The coordinator may recommend the adoption, amendment or repeal of rules relating to the administration of the NMHRAB to the commission for rulemaking action.
- [1.13.9.10 NMAC - N, 01/12/2015]

**1.13.9.11 NMHRAB APPOINTMENT AND COMPOSITION:**

- A. The NMHRAB shall consist of six members appointed by the commission and the coordinator.
  - B. Members appointed by the commission will serve three-year terms; provided that at the time of initial appointment, the commission may appoint members to abbreviated terms to allow staggering of subsequent appointments. Vacancies will be filled in the manner of the original appointment.
  - C. A majority of the NMHRAB members should have recognizable experience in the administration of records, manuscripts or archives.
  - D. The NMHRAB should be as broadly representative as possible of the public and private archives, records offices, and research institutions and organizations of New Mexico.
  - E. The coordinator will solicit recommendations for membership from the current NMHRAB and submit NMHRAB approved recommendations to the commission.
  - F. The commission's decision with reference to appointments will be entered on its minutes and the coordinator will then notify the appointed member(s) regarding the date of appointment and term of appointment.
- [1.13.9.11 NMAC - N, 01/12/2015]

**HISTORY OF 1.13.9 NMAC: [RESERVED]**